**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management UniT**

**Job Opening: Monitoring and Evaluation Specialist  
JO-MODEE-250956-CS-INDV**

1. **About the Youth, Technology, and Jobs (YTJ) Project**

The Government of Jordan (GoJ) has received financing from the World Bank to implement the Youth, Technology, and Jobs (YTJ) project, which became effective in April 2020. The YTJ project aims to improve digitally enabled income opportunities and expand digitized government services in Jordan. The project will build an impetus for private sector-led growth of the digital economy and make interventions to address specific constraints in the supply and demand sides of the digital economy.  The project duration is five years. The Ministry of Digital Economy & Entrepreneurship (MoDEE) is the implementing agency of the YTJ project.

Established in 2019 under Article 31 of the Jordanian Constitution and based on Law No. (9) / 2019 “The Technical and Vocational Skills Development Law”, the Technical and Vocational and Skills Development Commission (TVSDC) has the mission of motivating the Jordanian youth to be enrolled in the TVET sector, contributing to job creation, consolidating the concept of entrepreneurship, solving the problems of poverty and unemployment, and contributing to economic growth.

Through the Youth, Technology, and Job (YTJ) project, the Ministry of Digital Economy and Entrepreneurship is supporting TVSDC to achieve its mandate specially in relation to supporting the National Skills Council for ICT. In this regard YTJ will be supporting the Project Management Unit at VSTDC to hire key positions that will enable it in achieving its objectives.

The objective of this ToR is to identify and hire a **Monitoring and Evaluation Specialist** for the TVSDC Project Management Unit (PMU). The Monitoring and Evaluation Specialist will support the preparation and implementation of the PMU’s activities and will report directly to the Project Manager.

**II. Responsibilities of the Monitoring and Evaluation Specialist**

1. Develop TVSDC’s tracking system, propose monitoring tools, and design monitoring templates.
2. Develop data quality assurance processes that ensure reliability, validity, availability and timeliness of collected data.
3. Develop data collection mechanisms and put them in place to efficiently collect data from primary and secondary sources on a regular basis in order to monitor implementation progress under the YTJ project.
4. Continuously update project’s tracking system and databases, ensure stored data is valid and verified according to M&E best practices’
5. Monitor implementation progress and achievements against project performance indicators (KPIs),raise flags on delays, expected risks, or obstacles when necessary.
6. Conduct regular monitoring activities of implementing partners progress, services and delivered outcomes.
7. Develop - in coordination with other team members - monthly, quarterly, semi annual and annual reports presenting progress to date, brief data analysis, progress bottlenecks, anticipated challenges and suggested solutions, findings and recommendations, and lessons learned. Reports should be submitted regularly according to a fixed schedule and as requested irregularly by the PMU or other partners.
8. Archive progress documents (if available), databases,received partner reports, PMU submitted reports, and any soft or hard document/info that supports performance indicators, actuals and challenges.
9. Other duties as assigned

**III.** **Eligibility and Minimum Qualifications**

1. Prior work experience for a minimum of 3 years and a maximum of 8 preferably in an M&E position under education projects, youth projects or any other project focused on youth development.
2. Excellent written and oral communication skills in Arabic and English.
3. Excellent computer skills (Microsoft Word, Excel, Power Point, Power BI, ICDL, Etc.).
4. High level of cultural adaptability and sensitivity.
5. Willingness to travel as needed.

**IV. Education Requirements**

Bachelor Degree business, education, public policy, international development, economics, or any other related field.

**V. Duration of Assignment**

The contract period is for one year, renewable up to 4 years. The Monitoring and Evaluation Specialist must diligently perform in a proper and efficient manner the duties set out within this ToR and any other monitoring and evaluation related tasks that may arise to support TVSDC’s needs.

**VI. Application**

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their applicable through Akhtaboot at the following link:

<https://www.akhtaboot.com/en/jordan/jobs/amman/147478-Monitoring-and-Evaluation-Specialist-of-the-TVSDC-at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

**Deadline: Kindly submit your application by 29 September, 2021**